

First Steps Process

IFSP Planning/ Assessment

Arrange for and conduct any necessary assessments for IFSP development, including with written consent, the family assessment

Authorization form
Getting to Know Our
Child Worksheet
Typical Family Routines
and Activities Worksheet
Assessment Format
IFSP Section 4

Meet with family to plan the IFSP meeting and to prepare family for the meeting. Assist family with selection of ongoing Service Coordinator using Service Provider Matrix

IFSP Team Planning Worksheet Parent Notebook IFSP Sections 1,2,3,4,5,10

Send written notification of IFSP meeting to family and other team members/

Meeting Notification Letter IFSP Development

Conduct IFSP
Meeting and
complete document

IFSP Document all sections

Provide notice and obtain written consent for EI service(s)

Notice of Action Parental Rights Brochure

Assist family in selecting service providers using Provider Matrix. Arrange service provision

Complete and mail the Physician Summary. Mail copy of IFSP to family, IFSP team members, and service providers

Release(s) of Information Physician Summary

NC

PARENT DECLINES TO PARTICIPATE

CHILD IS DETERMINED NOT ELIGIBLE

Inactivate child and document in EI record as closed case; procedural safeguards and due process opportunities for child and family.

IFSP Implementation

Service coordinator monitors IFSP implementation through contact with family and service providers

Service provider monthly progress report

Conduct a 6 month IFSP review or more frequent review(s) as necessary

IFSP Review
Documentation Form
Applicable Sections of IFSP
Meeting Notification Letter
Authorization Form Evaluation/Assessment/
Teaming

Gather updated information about child's developmental levels and conduct any necessary assessment

Getting to Know Our Child Worksheet Authorization Form -Evaluation/ Assessment/Teaming

Conduct annual IFSP meeting

Typical Family Routines
Worksheet
All sections of IFSP
Meeting Notification Letter
Authorization Form Evaluation/Assessment/Teaming
Release(s) of Information

Hold a transition planning meeting six months prior to child's third birthday to discuss child's exit from First Steps

Meeting Notification
Letter
Authorization FormEvaluation/Assessment/
Teaming
Release(s) of Information
IFSP Section 10